

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</p>				
1. TITLE			2. IDENTIFICATION NUMBER	
TECHNICAL DATA PACKAGE QUALITY CONTROL PROGRAM PLAN			DI-QCIC-81009	
3. DESCRIPTION/PURPOSE				
3.1 A Technical Data Package (TDP) Quality Control Program Plan describes the contractor's TDP quality control system.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
890911	DO			
7. APPLICATION/INTERRELATIONSHIP				
7.1 This Data Item Description (DID) contains the format and content preparation instructions for a TDP Quality Control Program Plan resulting from the work task described by 4.2.2 of MIL-T-31000.				
7.2 This DID supersedes DI-CMAN-80777.				
APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
8				D4825
10. PREPARATION INSTRUCTIONS				
10.1 <u>Reference documents.</u> The applicable issue of the documents cited herein, including their approval dates and the dates of applicable amendments and revisions, shall be as cited in the contract or purchase order.				
10.2 <u>General.</u> TDP Quality Control Program Plans shall meet the requirements of MIL-T-31000.				
10.3 <u>Format.</u> TDP Quality Control Program Plans shall be in the contractor's format.				
10.4 <u>Content.</u> TDP Quality Control Program Plans shall:				
a. Identify the contractor by name, address, and CAGE Code.				
b. Identify the contract number and the nomenclature of the system or item to which the TDP applies.				
c. Identify the contractor's organizations responsible for administering the TDP quality control system.				
(Continued on sheet 2)				
DISTRIBUTION STATEMENT				
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

DI-QCIC-81009

10. PREPARATION INSTRUCTIONS (Continued)

10.4 Content. (Continued)

- d. Describe the assignment of duties and responsibilities within the contractor's organization for controlling the quality of the TDP.
- e. Describe the methods and procedures to be used to control the development, maintenance, inspection, and delivery of the TDP.
- f. Describe the contractor's procedures for auditing the effectiveness of the TDP quality control system.
- g. Describe the contractor's procedures for ensuring that TDPs or elements thereof developed by subcontractors meet all contractual requirements.
- h. Include copies of checklists to be used in TDP inspections, if the contractor intends to use checklists.

## DATA ITEM DESCRIPTION

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A

Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No

Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,  
Ste. 0944, Ft. Belvoir, VA 22060-6218

### Use/Relationship

A technical report provides fully documented results of studies or analyses performed. This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

### Requirements:

#### 1. Format.

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
- (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
- (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

#### 2. Content.

- (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents
- (c) Section I - Includes the following:
  - (1) Introduction
  - (2) Summary - A brief statement of results obtained from the analytic effort.
  - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

DATA ITEM DESCRIPTION		Form Approved DMB No. 0704-01BB	
2. TITLE  Technical Report - Study/Services		1. IDENTIFICATION NUMBER  DI-MISC-80508	
3. DESCRIPTION/PURPOSE  3.1 A technical report provides fully documented results of studies or analyses performed.			
4. APPROVAL DATE (YYMMDD) 880115	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T2137	6a. DTIC APPLICABLE X	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID supersedes DI-A-5029. 7.3 Defense Technical Information Center (DTIC), Cameron Station, Alexandria, VA 22314.			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER G4291
10. PREPARATION INSTRUCTIONS  10.1 <u>Format.</u>  (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink. (b) Text shall be prepared on standard letter size paper (8 1/2" X 11"). (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report. (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.  10.2 <u>Content.</u>  (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.  <div style="text-align: right;">(continued on page 2)</div>			
11. DISTRIBUTION STATEMENT  DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

DI-MGMT-80508

Block 10. Preparation Instructions (Continued)

(b) Table of Contents

(c) Section I - Includes the following:

(1) Introduction

(2) Summary - A brief statement of results obtained from the analytic effort.

(3) Conclusions and their condensed technical substantiations.

(d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

DATA ITEM DESCRIPTION		Form Approved DME No. 0704-0166	
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0166), Washington, DC 20503.			
1. TITLE  REPORT, RECORD OF MEETING/MINUTES		2. IDENTIFICATION NUMBER  DI-ADMIN-81505	
3. DESCRIPTION/PURPOSE  The report is a record of the proceedings of any specified meeting. The Meeting Minutes will be used by appropriate government and contractor personnel as a record of the deliberations and actions resulting from meetings related to performance of work under a contract.			
4. APPROVAL DATE (YYMMDD) 951120	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)  N/PMS400G35	6a. DTIC APPLICABLE	6b. GIDRP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP  7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.  7.2 This data item can be used for any Programs/Projects requiring formal documentation of meetings of any type, i.e., audits, design reviews, etc.  7.3 This data item may be used in conjunction with "Agenda, Conference". (Continued on Page 2)			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER  N7175	
10. PREPARATION INSTRUCTIONS  10.1 Format. The report shall be presented in contractor's format.  10.2 Content. The report shall contain a title page which specifies the following:  a. Date of report/meeting. b. Title - Type of meeting (study contract, audit, design review, etc.). c. Title of Program/Project. d. System/equipment identification and number. e. Contract number and/or procurement request number. f. Signature(s) - contractor (supporting activity) Project Manager or designated representative.  10.2.1 The report/minutes shall include, the following sections:  10.2.1.1 An introduction which shall include: (Continued on Page 2)			
11. DISTRIBUTION STATEMENT  Distribution Statement A. Approved for public release; distribution is unlimited.			

DI-ADMN- 81505

## Block 7, Application/Interrelationship (Continued)

7.4 This DID supercedes UDI-A-23083A.

## Block 10; Preparation Instructions (Continued)

- a. Statement relating to the purpose/objective of the meeting.
- b. The original agenda/revisions thereto. (This may be accomplished by reference to attachment/enclosure)

## 10.2.1.2 Administrative data which shall include:

- a. Date and location of the meeting.
- b. Agency under whose direction the meeting was convened.
- c. Name and title of the chairman or co-chairmen.
- d. Name and title of persons attending.

## 10.2.1.3 Information covered during the meeting, including as appropriate, such items as:

- a. A description and/or listing of the material and documentation, if any, discussed/reviewed during the meeting.
- b. Specific statements relating to changes, deletions, modifications, etc., discussed/reviewed during the meeting, including:
  - (1) A description of the change/modification required.
  - (2) The reason for the change/modification.
  - (3) The agency responsible for preparing change proposals, if required, necessary to effect the change/modification.

10.3 Each item discussed/reviewed during the meeting shall be presented in the following order:

10.3.1 Item. A brief statement identifying the item or problem.

10.3.2 Discussion. A summary of pertinent information associated with the item.

DI-ADMN- 81505

## Block 10, Preparation Instructions (Continued)

10.3.3 Recommendations. A list of both the Project/Program Manager's and the contractor's recommendations.

10.3.4 Action. A brief statement of agreements reached, action(s) required by the Program/Project Manager or the contractor, identity of the personnel or activity assigned responsibility for taking and/or coordinating required actions, contractual action, if required, and all key dates.

10.4 Media Requirements. Unless otherwise stated on the Contract Data Requirements List (DD Form 1423); the report/minutes shall be type-written on 8"x 10 1/2" white paper. Charts, graphs, drawings, lists, sketches may be included, if necessary, to support or clarify the text of the report/minutes. Oversize material shall be one-way foldouts. All material presented shall be sufficiently clear and sharp for further reproduction if required. All pages and supporting material shall be securely bound together.



## DATA ITEM DESCRIPTION

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A

Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No

Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,  
Ste. 0944, Ft. Belvoir, VA 22060-6218

### Use/Relationship

A technical report provides fully documented results of studies or analyses performed.

This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

### Requirements:

#### 1. Format.

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
- (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
- (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

#### 2. Content.

- (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents
- (c) Section I - Includes the following:
  - (1) Introduction
  - (2) Summary - A brief statement of results obtained from the analytic effort.
  - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

DATA ITEM DESCRIPTION		Form Approved DMB No. 0704-0188	
2. TITLE  Technical Report - Study/Services		1. IDENTIFICATION NUMBER  DI-MISC-80508	
3. DESCRIPTION/PURPOSE  3.1 A technical report provides fully documented results of studies or analyses performed.			
4. APPROVAL DATE (YYMMDD) 880115	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T2137	6a. DTIC APPLICABLE X	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID supersedes DI-A-5029. 7.3 Defense Technical Information Center (DTIC), Cameron Station, Alexandria, VA 22314.			
B. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER G4291
10. PREPARATION INSTRUCTIONS  10.1 <u>Format.</u>  (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink. (b) Text shall be prepared on standard letter size paper (8 1/2" X 11"). (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report. (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.  10.2 <u>Content.</u>  (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.  <div style="text-align: right;">(continued on page 2)</div>			
11. DISTRIBUTION STATEMENT  DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

DI-MGMT-80508

Block 10. Preparation Instructions (Continued)

(b) Table of Contents

(c) Section I - Includes the following:

(1) Introduction

(2) Summary - A brief statement of results obtained from the analytic effort.

(3) Conclusions and their condensed technical substantiations.

(d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986	
1. TITLE Contractor's Progress, Status and Management Report		2. IDENTIFICATION NUMBER DI-MGMT-80227	
3. DESCRIPTION/PURPOSE 3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.			
4. APPROVAL DATE (YYMMDD) 860905	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SPAWAR	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 This DID may be applied in any contract and during any program phase. 7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER N3947
10. PREPARATION INSTRUCTIONS 10.1 <u>Contract</u> - This data item is generated by the contract which contains a specific and discrete work task to develop this data product. 10.2 <u>Format</u> - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction. 10.3 <u>Content</u> - The report shall include: a. A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity; b. Description of the progress made against milestones during the reporting period; c. Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations; d. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart; e. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract; f. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract; g. Cost curves showing actual and projected conditions throughout the contract; h. Any cost incurred for the reporting period and total contractual expenditures as of reporting date; i. Person-hours expended for the reporting period and cumulatively for the contract; j. Any trips and significant results; (cont. on page 2)			

DI-MGMT- 80227

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

- 7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.
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10. PREPARATION INSTRUCTIONS (Cont'd)

- k. Record of all significant telephone calls and any commitments made by telephone;
- l. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
- m. Contract schedule status;
- n. Plans for activities during the following reporting period;
- o. Name and telephone number of preparer of the report;
- p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

**DATA ITEM DESCRIPTION**

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A

Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No

Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,  
Ste. 0944, Ft. Belvoir, VA 22060-6218

**Use/Relationship**

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This DID supersede DI-MISC-80508.

**Requirements:****1. Format.**

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
- (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
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**2. Content.**

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DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
2. TITLE  Technical Report - Study/Services		1. IDENTIFICATION NUMBER  DI-MISC-80508	
3. DESCRIPTION/PURPOSE  3.1 A technical report provides fully documented results of studies or analyses performed.			
4. APPROVAL DATE (YYMMDD) 880115	5. OFFICE OF PRIMARY RESPONSIBILITY (DPR) G/T2137	6a. DTIC APPLICABLE X	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID supersedes DI-A-5029. 7.3 Defense Technical Information Center (DTIC), Cameron Station, Alexandria, VA 22314.			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER G4291
10. PREPARATION INSTRUCTIONS  10.1 <u>Format.</u>  (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink. (b) Text shall be prepared on standard letter size paper (8 1/2" X 11"). (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report. (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.  10.2 <u>Content.</u>  (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.  <div style="text-align: right;">(continued on page 2)</div>			
11. DISTRIBUTION STATEMENT  DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

DI-MGMT-80508

Block 10. Preparation Instructions (Continued)

(b) Table of Contents

(c) Section I - Includes the following:

(1) Introduction

(2) Summary - A brief statement of results obtained from the analytic effort.

(3) Conclusions and their condensed technical substantiations.

(d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.